

## ELM SYLLABUS AND KEY NOTES

### TRNG5090

## ENTERPRISE LEARNING MANAGEMENT

### Classroom Protocol

1. *Attendance*
2. *Housekeeping and Facility Rules*
3. *Introductions*
4. *Classroom Activity Overview*

### New Definitions

Internal Learner - State Employee that is in the HCM database.

External Learner - Non-State Employee in ELM system.

Training Coordinator - Learning Administrator

Student/Participant/Employee - Learner

State Employee - Internal Learner

Non-State Employee - External Learner

Instructor - Instructor

Course Listings - Catalog

Class - Activity

### Module Discussion(s)

Enterprise Learning Management is an internet-based solution that enables the State of Tennessee to manage, track, deliver and report on learning delivered through established methods, within or outside of the organization. Enterprise Learning Management is the State of Tennessee's central system of record for learners, managers, instructors, and administrators.

### Course Lesson 1: Managing Resources

#### Discussion

This lesson describes the types of resources that users can set up to support learning activities. You will learn how to define the resources that are available in your Agency. Enterprise Learning Management enables you to define equipment, facilities, rooms, and materials that can be assigned to learning activities.

#### Activities

1. Defining Equipment
2. Copying Equipment
3. Defining Material
4. Defining a Facility
5. Associating Equipment with a Facility
6. Entering Facility Room Details

#### Exercises

None

#### Self-Assessment

None

Deleted: 4 EUT Mat ELM Syllabus  
D-A.24.6.1 Final 8.9 TN.doc

Deleted: 9/7/2007

## Course Lesson 2: Managing Person and Organization Data

### Discussion

This lesson describes how to manage person and organization data in Enterprise Learning Management. You will learn about learner groups and how they impact the ability of Learners to view the catalog. You will also learn about instructor profiles, vendors, and customers.

### Key Notes:

Learner groups are defined groups of learners that share similar learner attributes, such as the same department or job code. An unlimited number of variables may be used to define a Learner Group.

- One of the primary functions of learner groups is to control access to the learning catalog.
- Vendors represent organizations which are external to the State from which goods and services are purchased, such as providers of web-based training.
- Customers represent organizations with learners who are external to your organization.
- Instructors can either be internal or external. For both, the person will need to be identified/entered as an internal or external learner before being added as an instructor.

### Activities

1. Creating a Criteria-Based Learner Group
2. Creating a Query-Based Learner Group
3. Deleting Learner Groups
4. Setting Up Vendor Profiles
5. Defining Customer Profiles
6. Defining External Learner Profiles
7. Defining Instructor Profiles

### Exercises

None

### Self-Assessment

None

Deleted: 4 EUT Mat ELM Syllabus  
D-A.24.6.1 Final 8.9 TN.doc

Deleted: 9/7/2007

## Course Lesson 3: Managing Payment Methods

### Discussion

Enterprise Learning Management supports several payment methods that you can select when you enroll or register learners in learning activities and programs that carry a charge.

### Key Notes:

- Training units are prepaid units that external organizations can purchase at a discounted price. They enable you to present training that learners can use at a later date.
- Purchase orders function as a line of credit for a customer organization. Customers do not pay for purchase orders in advance. Instead, purchase orders represent a commitment from a customer organization to pay for training fees. Purchase orders enable learners to enroll in activities and register for programs that carry charges under the agreement that the customer organization will pay for the learner's training when you bill them.

### Activities

1. Enabling Chargebacks for Customers
2. Setting Up a Training Unit Pool
3. Adding Training Units to a Training Unit Pool
4. Associating Training Units Pool with an External Learner
5. Setting Up a Purchase Order
6. Maintaining Purchase Orders
7. Associating a Purchase Order with an External Learner

### Exercises

None

### Self-Assessment

- Enabling Chargebacks for Customers

Deleted: 4 EUT Mat ELM Syllabus  
D-A.24.6.1 Final 8.9 TN.doc

Deleted: 9/7/2007

## Course Lesson 4: Creating a Catalog Entry and Managing Learning Activities

### Discussion

The catalog supplies detailed information about each activity, within this detailed information is a description of its content, learning objectives, prerequisites, and other features.

### Key Notes:

- An activity is an instance of a catalog item. If you think of a catalog item as a course, then an activity would be a class.
- Item Code- consists of 4 alpha characters and 4 numeric characters with no spaces or dashes. The letters, derived from the course name, may help identify the name of the course within the code. Ex.) COMM1000
- Activities are comprised of learning components, which are characterized by how they deliver instructional content to learners.
- Activity Code - consists of the acronym for your agency (2 letters), a dash, and 4 numeric digits. EX.) TX-1000
- By attaching a Learning Environment and a Learner Group to an Activity, the Activity is visible to only the Learners that match that specific combination of Learning Environment and Learner Group.
- A session is a 24 hour period of time. If an Activity is 3 days long, there would be 3 sessions.
- If an activity changes room in one day, 2 sessions will need to be built for that day. Ex, Morning Session in classroom and afternoon session out in field.
- In the description, 254 characters are allowed.
- In the abstract, 2000 characters are allowed.
- When updating a Learning Environment in an Item, after adding another Learning Environment to the Item, you must save before being able to view from the Learner Groups associated with that Learning Environment.

### Activities

1. Creating a Catalog Entry (From Item to Session)
2. Adding Attachments and Files to Activities
3. Activating an Activity
4. Canceling an Activity
5. Deleting an Activity
6. Cloning an Activity

### Exercises

- Creating a Catalog Entry

### Self-Assessment

- Adding Attachments and Files to Activities
- Activating an Activity

Deleted: 4 EUT Mat ELM Syllabus  
D-A.24.6.1 Final 8.9 TN.doc

Deleted: 9/7/2007

## Course Lesson 5: Creating Programs

### Discussion

Programs, like activities, appear in the learning catalog. When browsing the catalog, they are listed under the Programs heading. Programs consist of one or more sets of catalog items, whose completion may lead to the fulfillment of learning objectives.

### Key Notes:

- Enterprise Learning Management supports two types of programs:
  - Curriculum programs
  - Certification programs
- A curriculum program guides the learner along a specific learning path over a controlled span of time that may fulfill one or more objectives. The record after completion for a curriculum does not expire; therefore, the learner needs to only complete the curriculum once.
- A certification program enforces a fixed time period within which the learner must complete all items to become certified in a particular area. A certification covers a specific topic or set of topics that usually include a test that the learner must pass. Certifications have an expiration date, completion rules, and recertification rules.
- Registering refers to Programs, both curriculum and certification program
- Enrolling refers to courses.
- If a Learner drops registration of a Program, the Learner must also drop any activities associated with the Program that the Learner does not want to take. Dropping Registration does not drop enrollment in activities.

### Activities

1. Setting up Curricula Programs
2. Setting Up Certification Programs
3. Canceling a Program

### Exercises

None

### Self-Assessment

None

Deleted: 4 EUT Mat ELM Syllabus  
D-A.24.6.1 Final 8.9 TN.doc

Deleted: 9/7/2007

## Course Lesson 6: Administering Enrollment, Registration, and Marking Grades and Attendance

### Discussion

Administrators can enroll learners in activities and register learners in programs. Registering a learner in a program does not automatically enroll the learner in the program's activities. Enrolling in activities is a separate step.

Enterprise Learning Management uses scores, grades, attendance, passing status, and completion status to track learners' progress through learning components and activities. The system bases a learner's activity progress upon the learner's performance in the activity's components.

### Key Notes:

- Group enrollment enables an administrator to enroll or register multiple learners into an activity or program in one operation, as opposed to enrolling or registering one learner at a time and repeating the process for every learner.
- Mass enrollment provides an efficient method of handling large volume enrollments.
- Learning Administrators can approve enrollment in the absence of a manager.

### Activities

1. Enrolling a Learner into an Activity
2. Enrolling Multiple Learners in an Activity
3. Using Mass Enrollment for Multiple Learners
4. Reviewing Mass Enrollment Processing Results
5. Enrolling Learners in an Activity with a Waitlist
6. Approving Enrollment and Registration Requests
7. Viewing Learner Transcripts
8. Viewing Teaching Schedules
9. Manually Marking Grades and Attendance
10. Dropping a Learner from an Activity

### Exercises

- Enrolling Multiple Learners in an Activity
- Enrolling Learner in an Activity with a Waitlist

### Self-Assessment

- Enrolling a Learner into an Activity

Deleted: 4 EUT Mat ELM Syllabus  
D-A.24.6.1 Final 8.9 TN.doc

Deleted: 9/7/2007

## Course Lesson 7: Running Reports

### Discussion

The Process Scheduler's primary role is to support the PeopleSoft application environment. It is used to run PeopleSoft processes, including programs, batch programs and reports. There are several advantages to using Process Scheduler to run reports. This lesson focuses only on running reports and not on any other types of processes. Because a report is a type of process, these two terms may be used interchangeably, depending upon the context in which they are used.

### Activities

1. Running ELM Reports
2. Running Queries (an online process)

### Exercises

None

### Self-Assessment

None

Deleted: 4 EUT Mat ELM Syllabus  
D-A.24.6.1 Final 8.9 TN.doc

Deleted: 9/7/2007

## Course Review with Question and Comments

### Questions and Comments

### Evaluation

Deleted: 4 EUT Mat ELM Syllabus  
D-A.24.6.1 Final 8.9 TN.doc

Deleted: 9/7/2007